

COMMONWEALTH COMMUNIQUE

FEBRUARY 2005

FROM THE SECRETARY

By Erwin Roberts
Personnel Cabinet Secretary

In his recent State of the Commonwealth Address, Governor Ernie Fletcher told the three branches of government and families across Kentucky that his administration has implemented many cost-saving ideas, "some of which came from state employees themselves, to save millions of dollars and to fulfill our promise to operate government more efficiently."

The ideas Governor Fletcher mentioned are ideas which were submitted through the Employee Suggestion System (ESS), an incentive program implemented in 1981 to encourage merit employees to share their ideas

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Governor Ernie Fletcher delivers his State of the Commonwealth Address
(Photo by Commerce Cabinet, Office of Creative Services)

A MESSAGE FROM GOVERNOR FLETCHER

Dear State Employees,

On Feb. 1, I delivered the State of the Commonwealth address to the three branches of government and to families across Kentucky. This is a new year and we have a new opportunity. We are all Kentuckians and we all want Kentucky to flourish and prosper. As we enter a new year, we are at a crossroad. One way is the timid status quo, with a budget that bridles our future. The other way is a courageous course that unbridles opportunity and prosperity. But to forge that path we must pass tax modernization.

On Feb. 1, I presented two options to state legislators. The budget I presented is based on our current tax code, a system rooted in an economy nearly 100 years old. This is not the path I prefer, but it is

the path we are destined to take unless we reform our tax code. While this budget will allow us to continue government services, it is certainly not the vibrant vision we share for Kentucky.

I believe the only responsible way to build a brighter future is to bring our outdated tax system into the 21st Century. Our existing tax code doesn't attract or keep our young talent in Kentucky. It is unreliable, unfair, and in some parts unconstitutional. For all these reasons and more, my JOBS For Kentucky tax modernization plan is desperately needed in the Commonwealth.

My JOBS For Kentucky plan will cut income tax rates on virtually all working Kentuckians, attract

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Q&A

PERSONNEL CABINET DEPUTY SECRETARY BOB WILSON

As a young man and union employee in a New Jersey factory, Bob Wilson developed a life-long interest in human resources. Last September, Governor Ernie Fletcher appointed Wilson to serve as second in command in human resources for state government, where he is deputy secretary of the Personnel Cabinet.

As he followed his interest during the intervening years, between work in that New Jersey factory and his current appointment, Wilson has gained not only an education, but extensive and varied experience in his chosen field.

Wilson has a bachelor's degree from Rutgers University in New Jersey.

His background in human resources includes employment in the private sector and service as the University of Kentucky's director of human resources. He also operated his own consulting business for three years before joining state government. Prior to his appointment to the Personnel Cabinet, he was appointed director of personnel for the Commerce Cabinet.

A native of New Jersey, Wilson came to Kentucky in 1988 to work for Island Creek Coal Company, a subsidiary of Occidental Petroleum.

Wilson and his wife of 31 years, Mary, live in Nicholasville. They are the parents of eight children, whose ages range from 10 to 30. Wilson grew up as an only child who wanted a large family, but his wife is from a family of seven children.

The Wilsons are also new grandparents. Their first grandchild, Benjamin, was born on Jan. 21.



DEPUTY SECRETARY BOB WILSON

Question: Where were you born and what was your family life like growing up?

I was born in Vineland, New Jersey. I had a stepfather who was in the Navy, so there was a time when we moved a lot because of his assignments. I was an only child and always wanted brothers and sisters.

New Jersey is where we lived for the longest period of time and where I graduated from high school. That's also where my grandparents lived and I lived with them for a time. My grandfather and I enjoyed salt-water fishing in the Delaware Bay.

Question: As a child, what did you want to be when you grew up?

I wanted to be a professional football player. I played football and baseball in high school and college, and I wrestled for a year in high school.

Question: What are your interests and hobbies?

I enjoy fishing and golf but I don't have much time for either one.

I'm usually doing something with my kids. I coach freshmen girls' basketball at Lexington Catholic High School. My wife and I also like to travel when we get a chance. In my consulting business, I did a lot of consulting in the Middle East and we enjoyed the travel there. We look forward to doing more traveling when all of the children are grown.

Question: How does working in state government compare to working in the private sector?

What would simply be policy in the private sector is embedded in the regulations in state government, so there's less flexibility. If you fail to follow a policy in the private sector, you haven't broken a law, like you have in state government. It's also like working in a fish bowl, with everything open to public record.

Question: What do you like best about working in the Personnel Cabinet?

There are a lot of good, hard-working people here. I think we've assembled a good team and have a lot of opportunities to have a big impact, opportunities to help the state move forward.

Question: In the future, how would you like to be remembered for your work?

I would like for people to look back and say I was a good team player and that I tried to do things in the best interest of the people of Kentucky. I also want them to say I was able to make work fun.

TAX ADVICE: STATE EMPLOYEES URGED TO FILE ELECTRONICALLY

Kentucky's Department of Revenue, an agency of the Finance and Administration Cabinet, encour-

ages state employees to electronically file their individual income tax returns this year.

E-filing results in reduced tax preparation time, more accurate returns, acknowledgement of the receipt of your return and faster refunds. Taxpayers who use e-file along with direct deposit may receive refunds in fewer than 14 business days.

Many Kentucky taxpayers can file their taxes online at no cost, thanks to an alliance between Kentucky's Department of Revenue, IRS (the Internal Revenue Service) and the tax software industry.

Through a public-private partnership called the Free File Alliance, LLC, taxpayers now have access to free, online tax preparation and electronic filing services via the Internet. Each of the seven participating software companies sets its own eligibility requirements. Find out if you are eligible for this free service by going online to www.revenue.ky.gov and clicking on the Free File Alliance-E-File logo.

Eligible taxpayers can then click

FREE FILE ALLIANCE
KENTUCKY



CLICK. ZIP. FAST ROUND TRIP.

on the logo of the software company for which they are qualified for free electronic filing and go directly to a Web site created, maintained

and owned by a private software company. Electronic filing instructions will be provided. The taxpayer must access the software provider's Web site through the Department of Revenue's Web site to qualify for free electronic filing. If the software provider's Web site is directly accessed, there will be a charge for filing the return.

An added feature this year is Direct Debit, which allows taxpayers who owe taxes to schedule a payment to be debited from their bank account. The date of the debit can be selected up to and including April 15.

Taxpayers who do not qualify for Free File Alliance may still electronically file by using approved software or by visiting a tax professional.

Note to state employees:

Box 18, Local wages, tips, etc, has been left blank on your state W-2. Some software packages will not allow you to complete your return electronically without entering an amount for Local Wages. You may enter the amount in Box 5, Medicare wages, and tips, to complete your return.

From SECRETARY, Page 1



SECRETARY ERWIN ROBERTS

on improving the productivity and services we offer. Employees who suggest implemented ideas receive an award for that idea.

Recently, the Personnel Cabinet launched an online version of the ESS, allowing employees to submit their suggestions electronically.

Since its launch on Jan. 28, more than 230 suggestions have been submitted through this system. To put that into perspective, in all of 2004, we received 323 suggestions. Of those, 28 employees were awarded for their implemented suggestions – suggestions which resulted in more than \$760,000 in first-year savings for the Commonwealth.

With the great start we've had, we hope to greatly exceed that number this year, meaning more efficiency in state government and more rewards for employees whose ideas are chosen.

Receiving input from employees is crucial in making a more efficient and effective workplace. Who knows an agency or office better than the employees who work there on a daily basis?

I would like to encourage each and every merit employee to submit their ideas through our new system.

With your help, we can continue to ensure that the taxpayer dollars used to run state government are spent in the most efficient and effective way possible.

INVEST FOR RETIREMENT, LOWER TAXES

One of the Commonwealth's premier employee benefits is administered by the Kentucky Public Employees' Deferred Compensation Authority.

This program offers tax-sheltered supplemental retirement plans that allow employees to save tax-deferred dollars through payroll reduction. This means the employee pays no federal or state taxes on the portion of his or her income that is invested and no federal

or state taxes are paid on the investments or earnings until they are paid out to the employee.

For more information on the variety of investment options offered, visit the Authority's Web site at www.kentuckydcp.com, or call 800-542-2667 (573-7925 in Frankfort).

(Note: Look for more details on the Authority in the next issue of *Communique*.)

GOVERNOR'S AWARDS IN THE ARTS

February 8 was a grand day for the arts in Kentucky as Governor Ernie Fletcher honored recipients of the Governor's Awards in the Arts during a ceremony in the Capitol Rotunda.

Kentucky native son and nationally famous bluegrass musician Ricky Skaggs received the National Award. Skaggs paid tribute to his mentor, father figure, dear friend and revered bluegrass legend, Bill Monroe.

Owenton fiddler John Harrod received the Folk Heritage Award, and Elizabeth Hartwell, a ballerina with the Louisville Ballet received the Artist Award for lifetime achievement.

The Community Arts Award for an individual was presented to storyteller Nana Yaa Assantewa, and the Community Arts Award for an organization went to The Singletary Center for the Arts on the University of Kentucky campus in Lexington.

David A. Jones, Chairman of Humana, Inc., received the prestigious Milner Award for outstanding contributions to the arts in Kentucky in recognition of his funding millions of dollars to the arts through personal philanthropy and corporate giving plans.

The Government Award went to the Hindman/Knott County Community Development Initiative, which places the arts at the core of community and economic development.

Judy Jennings, Vice President for Marketing of WTCR Radio in Ashland, received the Media Award. Under her management, country music station WTCR supports all of the arts in the greater Ashland communities.

Nancy Chadwick accepted the Education Award for the Carnegie Visual and Performing Arts Center in Covington. Graphic designer and co-owner of Louisville's Chapman-Friedman gallery, Julius Friedman, received the Business Award.

KENTUCKY ROAD TRIPS KENTUCKY CRAFTED: VISIT TOP-RANKED SHOW AND MARKETS ACROSS STATE

Kentucky Crafted: The Market returns to the Kentucky Fair and Exposition Center in Louisville on March 5 and March 6.

The award-winning annual Kentucky handcrafted gift market is now in its 24th year. More than 300 exhibitors of fine traditional, folk and contemporary crafts, two-dimensional visual art, musical recordings, books, and food products are expected to participate in the 2005 Market.

DECORATING WITH ART

Market attendees will not only have the opportunity to add to their collection of distinctly Kentucky art, but they can also learn how to display the art in their homes. Students from the University of Kentucky School of Interior Design will show products from Market exhibitors in room settings, to illustrate how they can be used in everyday settings that reflect today's decorating trends. The Designer Showcase will be located inside South Wing A, near the main entrance.

PERFORMING ARTS

All of Kentucky art is not visual, as the sounds from the Market's Cultural Stage will prove. Look for performers from the Governor's School for the Arts, the Kentucky Historical Society Theater and artists from the Kentucky Arts Council's 2004-2005 Performing Arts Directory and its 2005 supplement. Many performers will have CDs and cassettes for sale at the Kentucky Arts Council's Booth H, next to the Cultural Stage. Musical entertainment will include jazz, gospel, chamber,



roots music, and much more to suit everyone's tastes.

THE ART OF FOOD AND MORE

Those who associate good food with good taste will enjoy the food demonstrations from Kentucky Proud exhibitors.

The Demonstration Area is sponsored by the Kentucky Folklife Program, which has done extensive research on the white oak basketmaking tradition along Kentucky's Highway 31W. A basketmaking exhibit will be on display in the center aisles of the Market and will feature traditional artists from the Mammoth Cave Basketmakers Guild.

AWARDS AND ECONOMY

The Market has become one of Kentucky and the nation's most popular tourist events. Based on reader nominations from a national on-line

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COLLECT KENTUCKY CRAFTS THROUGHOUT THE YEAR, THROUGHOUT THE STATE

Although Kentucky Crafted: The Market, held annually in March, is the premier opportunity to shop for Kentucky crafts and visit with artisans, other opportunities abound throughout the year and all over the state.

Many craft venues are located near a state resort park, so you can turn your visits into an extended Kentucky road trip or just spend a pleasant afternoon soaking up Kentucky culture.

The Kentucky Artisan Center at Berea is conveniently located alongside Interstate 75 at exit 77, just 40 miles south of Lexington and only barely two miles from downtown Berea, the "Folk Arts and Craft Capital of Kentucky."

The center is 20,000 square feet of Kentucky products; a place where you can shop, experience Kentucky hospitality; explore Kentucky crafts and history, and even enjoy Kentucky

cuisine in the Cafe.

The Kentucky Artisan Center at Berea is open to the public seven days a week, 8 a.m. until 8 p.m. (EST). There is no admission charge. For more information, go online to <http://www.kentuckyartisancenter.ky.gov/index.aspx/>

The Kentucky Folk Art Center at Morehead started as a collection of art at Morehead State University. The facility now includes a gallery, a retail outlet and space to showcase a variety of cultural events.

Admission is \$3 for those 12 and older. Senior citizens and members of touring groups pay \$2. the center is open from 9 a.m. until 5 p.m. Monday through Saturday and 1 p.m. to 5 p.m. on Sunday.

For information on these and other "crafty" driving tours, go online to Kentucky Artisan Heritage Tours at <http://www.kaht.net/tours/tours.htm>.

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survey, *American Style Magazine* has selected Kentucky Crafted: The Market as one of the Top 25 Art Fairs and Festivals in the country. For the 10th time, the Southeast Tourism Society has named Kentucky Crafted: The Market as one of the Top Twenty Events In The Southeast.

IF YOU GO:

Kentucky Crafted: The Market is open to the public from 9 a.m. until 6 p.m. on March 5 and from 10 a.m. until 5 p.m. on March 6 (EST). It will be held in South Wing A of the Kentucky Fair and Exposition Center, Louisville.

Admission is \$8 for adults and free for children 15 and under. Print this article and take it with you for \$1 off. Fairgrounds parking is \$5.

BE A KENTUCKY CRAFTED ARTISAN

Established in 1981, the Kentucky Craft Marketing Program's mission includes developing the state's craft industry and supporting Kentucky artisans and craftspeople.

Kentucky Crafted artisans are chosen by annual jury selection. The next one will be held in June and pre-juries will be held at various locations prior to that. A schedule is posted online at <http://www.kycraft.ky.gov/whatsnew.html#PreJury>.

The program is a division of the Kentucky Arts Council in the Commerce Cabinet. For more information, call (888) KY CRAFT (592-7238); or visit the Web site at www.kycraft.ky.gov.

PARKS BEST KEPT SECRETS LOCAL FARMERS STOCK PARKS' KITCHENS

State resort park chefs will buy fresh produce directly from local under a new program announced last August by Governor Ernie Fletcher.

With the approach of this year's growing season, Bob Perry, the department's director of food services for the 17 resort parks, three Frankfort cafeterias, and the Artisan Center Cafe in Berea, is spreading the word to farmers about the produce program. He and Matt Ernst of the University of Kentucky Cooperative Extension Service have appeared in a number of informational sessions sponsored by the service.

Perry said he can already see momentum building for greater participation by farmers in 2005. As more farmers find out about the program, they can plant with the park system's needs in mind.

"We've even had farmers come up to us at with seed catalogues and ask what variety of potatoes we would like for them to plant," he said.

Using techniques explained during the sessions, farmers can extend their growing seasons from March through November, and Perry said the parks welcome fresh produce any time they can get it.

Through the program, a farmer deals directly with a resort park's chef.

The programs is a plus for the local farm economy, the park chefs and parks' dining room patrons. Perry said the chefs love to be able to use locally grown fruits and vegetables to build unique menus.

"The local produce program is an important step in offering dishes that are unique to an area."

For more information on the program, call Bob Perry at (502)-564-2172, or e-mail him at BobR.Perry@ky.gov.

STATE, NATIONAL HONORS FOR EMPLOYEES

MLK CITIZENSHIP AWARD

The Martin Luther King, Jr. State Commission presented its Martin Luther King, Jr. Citizenship Award for 2005 posthumously to Diane Harris. Harris's family accepted the award on her behalf during the annual Martin Luther King Celebration at the Governor's Mansion in Frankfort on Jan. 12.

Harris's sister, Darlene Jackson, said, "Diane's motto was 'that if I can help somebody, just one body, then my life will not have been vain.' She lived it every day."

Harris, a Versailles native, worked in state government for 10 years, including the Governor's Office of Constituent Services, Department for Local Government, and the Department of Transportation. She served on the Martin Luther King, Jr. State Commission from January 2001 until her death in 2004.

Now in its fourth year, the Martin Luther King, Jr. Citizenship Award is presented annually by the Martin Luther King, Jr., State Commission to an individual who exemplifies Dr. King's principles of racial equality



Above, the family of Diane Harris, recipient of the Martin Luther King, Jr. Citizenship Award for 2005, posed with Governor Ernie Fletcher (second from right) and Commissioner Emery S. Lee of the State Martin Luther King, Jr. Commission (far right) during the annual Martin Luther King celebration on Jan. 12. (Photo by Tim Thornberry, Education Cabinet)

and nonviolent social change. Commission members are appointed by the governor and the commission focuses on Dr. King's dream for all Americans.

LEADERSHIP IN ADVOCACY AWARD



NORB RYAN

State Americans with Disabilities Act (ADA) Coordinator Norb Ryan has received the national Leadership in Advocacy Award for 2004.

The award recognizes an outstanding individual with a disability who has exhibited exceptional leadership and advocacy skills in the area of developmental disabilities. It was presented at the Association of University Centers on Disabilities (AUCD) conference in Bethesda, Md. in November.

Ryan has 40 years of experience in the disabilities field, including nine years as a disability program administrator at the University of Kentucky's Human Development Institute.

As state ADA coordinator, Ryan advises state government agencies about the act's requirements, assists them in implementing ADA provisions and provides ADA training. In addition, he offers ADA information to individuals with disabilities and to private businesses. The ADA coordinator also conducts disability awareness training upon request.

The State ADA Coordinator's Office is in the Department for Workforce Investment, Kentucky Education Cabinet.

For more information on the work of the office, call (877) 423-2933, or go to its Web site at <http://ada.ky.gov>. You may also reach Ryan by e-mail at NorbJ.Ryan@ky.gov.

PSYCHOLOGIST OF THE YEAR

Dr. Owen Nichols, clinical director and associate executive director of Western State Hospital in Hopkinsville, was named



DR. OWEN NICHOLS

Psychologist of the Year by the Kentucky Psychological Association. He was named during the group's annual convention in November in Louisville.

Nichols was recognized for his efforts to promote and expand the practice of psychology in the Commonwealth.

His contributions to the field of mental health began after he completed his predoctoral internship at WSH in 1988, when he began an initiative to develop a local predoctoral training consortium to recruit psychologists to rural western Kentucky. The Western Kentucky Predoctoral Psychology Internship Consortium is now in its 11th year and was used as a model for a consortium in eastern Kentucky.

STUDENTS LEARN ABOUT DIVERSITY IN CULTURE AND CAREERS



Above, Teleia Gibson and Derrick Brewster, seniors from the Kentucky School for the Deaf in Danville, dissected owl pellets in the Kentucky Environmental Education Council's booth at Governor's Diversity Day in Frankfort. (Photo by Tim Thornberry, Kentucky Education Cabinet)

Governor Ernie Fletcher welcomed hundreds of middle and high-school students from across the state to Frankfort on Feb. 16 to celebrate the 2005 Governor's Diversity Day at the Frankfort Convention Center.

The Governor's Diversity Day, now in its eighth year, seeks to pro-

mote the ideas of diversity while exposing students to the many career opportunities available within the Commonwealth.

Governor Fletcher spoke to students about the importance of education in building a prosperous future.

"A solid education is an essential key to the gateway of opportunity," said Governor Fletcher.

"I encourage students to embrace the challenges before them as they maneuver the path toward their future career goals. I am committed to ensuring that our bright young people stay in the Commonwealth to live, work and raise families by providing more opportunities for them."

In addition to hearing from Governor Fletcher, students heard presentations from African-American storyteller Mama Yaa, Venezuelan-born Lisbeth Wint, and Haley S. Bowling, whose Chautauqua presentation gave students a glimpse at the life of military pioneer Anna Mac Clark, a Lawrenceburg native and Kentucky State University graduate who enlisted in the Women's Army Corps after the bombing of Pearl Harbor in 1941.

More than 900 students representing 35 schools across the state participated in this year's Diversity Day.

KSP HONORED FOR RECOGNIZING HIDDEN DISABILITIES

Kentucky's Office of Vocational Rehabilitation presented the Kentucky State Police with a service award for their practice of helping Kentuckians with disabilities find needed services.

KSP received the honor because of the driver license examiner division's ability to recognize hidden disabilities in individuals applying for commercial driver's licenses. The

agency is one of only 11 employers in Kentucky, and the first statewide agency, to receive this recognition.

KSP was nominated by Office of Vocational Rehabilitation Counselor Tony Simning of Hopkinsville, who explained that "when consumers fail the ... test after several attempts, this is frequently a sign that this person may have a hidden disability."

NEWSLINE FOR VISUALLY IMPAIRED

A free electronic information system, NFB-NEWSLINE, will give Kentuckians who are visually impaired or disabled greater access to local news and information. Governor Ernie Fletcher signed a contract for the system with the National Federation of the Blind on Feb. 16.

"When people have timely information, they can better participate in discussions at their work, school, social functions and public meetings," Governor Fletcher said.

According to the 2000 U.S. Census, more than 253,000 Kentuckians have difficulty seeing words in newspaper print.

Using a touch-tone telephone and toll-free number, those Kentuckians can access NFB-NEWSLINE each day to hear national and local news stories. Currently, they can listen to the *Lexington Herald-Leader*, *Louisville Courier-Journal* and *Kentucky Enquirer* newspapers by telephone, as well as more than 150 other newspapers and three magazines. Two daily newspapers will be added each month to the service, giving users access to 11 Kentucky newspapers within four months. Currently, 38 states are participating in the service.

Kentuckians who are eligible can subscribe to this free service by filling out an online application at <http://www.nfb.org/newsline1.htm>. Assistance also is available by contacting Pamela Glisson, NEWSLINE coordinator for Kentucky, at (859) 266-2807 in Lexington or toll-free at 877-266-2807. Subscribers will receive an identification number and security code that they use when they call NFB-NEWSLINE.

The contract is between the Kentucky Education Cabinet and NFB and is for one year. The cabinet's Office for the Blind is responsible for managing the program in Kentucky.

WARNING: DON'T BITE THE PHISH

Whether you use a computer at work or at home, there's a growing trend in the world of SPAM that you should be concerned about. It's called *phishing*, and it can have devastating effects.

Phishing messages are e-mails that falsely claim to be from an established legitimate enterprise, such as a bank or credit card company, that try to scam recipients into providing private information that will be used for identity theft.

The Anti-Phishing Working Group (APWG) found 9,019 new and unique phishing e-mail messages in December 2004, nearly four times the number reported in August and a 24 percent increase from November. APWG is an industry association focused on eliminating the identity theft and fraud that result from the growing problem of phishing and e-mail spoofing.

What do phishing e-mails look like? APWG reports show recent subject lines include:

- Paypal - Unauthorized Access
- Microsoft Network customer data verification
- Huntington Bank - Huntington - Urgent Security Notification
- Amazon.com - Account Verification Notice

What can you do?

Be suspicious of any e-mail with urgent requests for personal financial information. Legitimate businesses usually do not ask for sensitive information via e-mail. If you are concerned about your account, contact the business by telephone using a number you know to be genuine.

Never e-mail personal or financial information unless encryption is used. Review credit card and bank statements as soon as you receive them to determine if there are any unautho-

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STATE LIBRARY PROVIDES FREE INFORMATION TRAINING

By Nancy Houseal, Kentucky Department of Libraries and Archives

Training? We all need it, but it's not always easy to get. You want something practical, something offered close to home, and something that your agency can afford. The State Library has the solution — free information training classes.

Available to all state government agencies, the State Library's information training classes are:

- **Free**—There are no expensive registration fees to drain the agency's training budget.
- **Practical**—The information offered is customized to your agency's interests. The services and information sources covered are available to all state government employees across the state.
- **Convenient**—State Library staff members will come to you. Classes can be taught at your work location on a date and at a time that's best for your agency's schedule.
- **Flexible**—Although the State Library instructors prefer class sizes of 10 to 15 participants, smaller groups are also encouraged to arrange for a class. Session lengths will vary depending upon the needs of the agency group.

Classes currently available for scheduling include:

- **The State Library: the Information Place** offers an overview of the library's collections and specialized services to state government employees. (Suggested length: 1 hr.)
- **Information at Your Fingertips** presents an introduction to the online databases that are available to state employ-

ees for research. (Suggested length: 1 hr.)

- **Database Searching Tips** provides a more detailed look at one or two research databases most relevant to your agency's interests. An examination of the database's special features, searching shortcuts, and document delivery options. (Suggested length: 1-2 hours)
- **Government Documents: What's In It for Me?** examines the varied information sources available from the federal government and how to locate that information online and at the State Library. (Suggested length: 1 hour)
- **Training and Media** investigates how the State Library's media collection can be used to enhance your agency's training programs, especially in the areas of management and supervision, sexual harassment prevention and prevention of workplace violence. (Suggested length: 1 hour)
- **Discovering the KDLA Catalog** provides an introduction to the online catalog that contains the records for the materials in the State Library's collections. The class will examine the different types of searches available and searching shortcuts. (Suggested length: 1 hour)

How do you sign up for the training? Have your supervisor or training coordinator call the State Library at (502) 564-8306 or (800) 928-7000, ext. 342, or send an e-mail to "Ask a Librarian" at <http://www.kdla.ky.gov/research/asklib.htm>.

KENTUCKY EMPLOYEE ASSISTANCE PROGRAM KEAP INFORMED: COPING WITH AN ANXIETY DISORDER

By Mary Jane Cowherd, KEAP

About 19 million Americans, or seven percent of us, are affected by anxiety, an impairment that can range from mild to severe. The following information from the National Institute for Mental Health explains the five major Anxiety Disorders.

1. Generalized Anxiety Disorder (GAD). This disorder is about excessive worrying. Worrying that just won't go away, causing tension headaches or inability to sleep; always having a sense of dread.

2. Obsessive-Compulsive Disorder (OCD). These are disturbing thoughts or images are called obsessions, and the rituals that are performed to prevent or relieve them are called compulsions. The compulsions only give temporary relief from the anxiety.

3. Panic Disorder is most often characterized by the presence of panic

attacks, which are feelings and symptoms such as a pounding heart, chest pain, sweating, trembling, shortness of breath, numbness and fear of dying. Panic attacks happen fast, appear out of the blue and take place over and over again. There is usually no physical cause for these attacks.

4. Phobias are deep-seated fears that are extreme, irrational and upsetting to a person's life. A person may experience a phobia to a specific object or situation that isn't usually harmful — such as a fear of confined spaces, a fear of heights, a fear of being watched, embarrassed or humiliated while doing something in public, or a fear of being in a crowd.

5. Post-Traumatic Stress Disorder (PTSD) is the long-term, severe and continuing reaction a person may experience following a disaster (such

as a fire or earthquake) or a very traumatic experience (war, rape, or sexual abuse). PTSD often occurs in people after they have experienced or witnessed one or more acts of violence. Symptoms include nightmares, loss of sleep, and flashbacks. PTSD interferes with concentration and the ability to enjoy life.

If you are concerned that you or a dependent may be experiencing one or more of these types of anxiety, you may call the Kentucky Employee Assistance Program for an assessment and referral for care. The toll-free number is 800-445-5327.

KEAP's Web site offers an online screening in several areas, including GAD and PTSD, at <http://govnet.ky.gov/personnel/keap/online.htm>. (The keyword is Kentucky.)

ETHICS COMMISSION DESIGNATES LEADERS IN ETHICS

The Executive Branch Ethics Commission has designated the following state boards and commissions as *Leaders in Ethics* for their commitment to integrity in government. Each *Leader* has adopted a "code of ethics" as a minimum standard for each board and commission member, demonstrating that the members of the named state boards and commissions are primary leaders in the arena of governmental ethics, according to the Ethics Commission.

Agriculture Development Board
Airport Board Advisory Committee, Kenton County
Alcohol and Drug Counselors, KY Board of Certification of
Alcoholic Beverage Control Board
Animal Control Advisory Board
Art Therapists, KY Board of Certification for Professional
Arts Council, KY
Bicycle and Bikeway Commission, KY
Chemical Demilitarization Citizens' Advisory Commission
Children with Special Health Care Needs, Commission for
Children, KY State Advisory Panel for Exceptional
Consumers' Advisory Council
Developmental Disabilities Council, KY
Early Childhood Development Authority
Education Personnel Board, KY Technical
Education Professional Standards Board
Education Student Loan Corporation, KY Higher
Education, State Board of Proprietary
Environmental Quality Commission

Exceptional Children, KY State Advisory Panel for
Executive Branch Ethics Commission
Fair Board, State
Hearing Instruments, KY Licensing Board for Specialists in
Hemophilia Advisory Committee
Heritage Land Conservation Fund Board, KY
Humanities Council, KY
Independent Living Council, Statewide
Kentucky River Authority
Land and Water Conservation Fund, State Advisory
Libraries, KY State Advisory Council on
Lottery Corporation Board of Directors, KY
Marriage and Family Therapists, KY Board of Certification
Military Affairs, KY Commission on
Motor Vehicle Commission, KY
Nature Preserves Commission, KY State
Nursing Home Administrators, KY Board of Licensure for
Occupational Therapy, KY Board of Licensure for

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FREE TIME

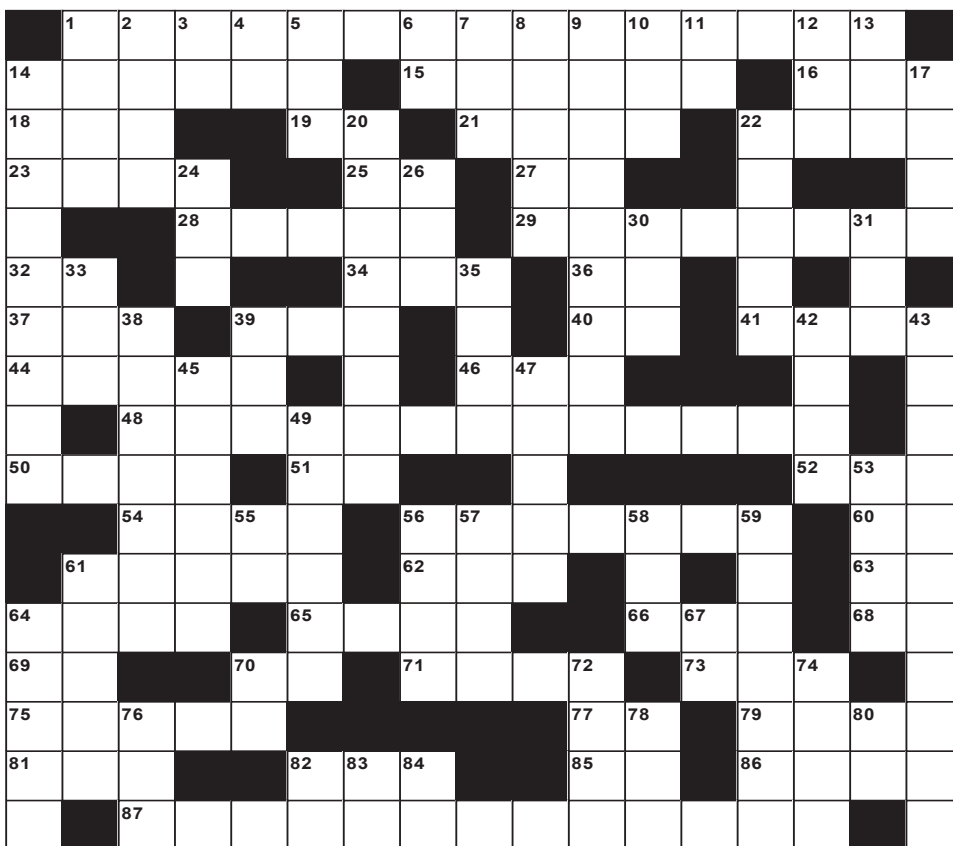
COMMUNIQUÉ CROSSWORD

KENTUCKY SYMBOLS

BY MARGARET DAVIS HARNEY

ACROSS

- 1 Kentucky's brand
 14 Reaps
 15 Attractive tree-lined street
 16 Vehicle
 18 "The loneliest number"
 19 Doc's degree
 21 Nostalgic name for Ireland
 22 Actress Wirtz
 23 Glenna Fletcher is Kentucky's First
 25 Grp. of nations
 27 Short board?
 28 Ahead of time
 29 Stained with age
 32 Elevated railway
 34 Depression era work program
 36 Cornhusker st.
 37 The name she was born with
 39 Move atop snow or water
 40 Mr. Bradley of "60 Minutes"
 41 Store
 44 Use to catch speeders
 46 Short observatory?
 48 First half of Kentucky's state motto
 50 A platform on ships and some houses
 51 A choice word
 52 Kentucky's Champ
 54 Singing voice
 56 Source of molasses
 60 newspaper page, with ed
 61 Take without permission
 62 Unlimited choice
 63 An MD who doesn't specialize
 64 Bird food
 65 "The Duke of ___"
 66 Existed
 68 Musical note
 69 The ego and the ___
 70 Talking horse, Mr. ___
 71 Actress Daley of "Judging Amy"
 73 Attack word
 75 Big
 77 NASCAR's Mr. Foyt
 79 Kentucky's black gold
 81 Feminine name
 82 Nickname of E.P. Sawyer, Diane's dad
 85 Roman six
 86 A Verdi opera
 87 Last half of Kentucky's state motto



DOWN

- 1 Arm bone
 2 Necessity
 3 Type of university degree
 4 Health pro
 5 A philosophy
 6 Note that follows so
 7 The night before
 8 Kentucky's 1st Saturday in May
 9 Malicious gossip
 10 A play on words
 11 Short way to say "that is"
 12 Frozen water
 13 Bill
 14 Kentucky's state flower
 17 Full of book knowledge, well ___
 20 Official Kentucky musical instrument
 22 Low-tech sweeper
 24 Affirmative
 26 Little term for The Big Apple
 30 Guided followers
 31 Hearing organ
 33 Meadow
 35 Food or type of dog
 38 Teach
 39 Lanka's first name?
 42 Actor Alan of "MASH"
 43 Kentucky state tree
 45 A short sock
 47 Kentucky's famed author, farmer and environmentalist
 49 Hand decorated leather
 53 Kentucky home material for President Lincoln
 55 Prof.'s assistant
 56 Mid-East town dweller, not a nomad
 57 Just one
 58 In what manner
 59 A play or movie with songs
 61 Vast semi-arid region of Africa near Sahara
 64 Young new Kentucky author, Mr. House
 67 Like, similar
 70 Poet cummings, who liked no caps
 72 Roof overhang
 74 Spiral
 76 Not sq.
 78 Peanut produced in Lexington
 80 Commercial
 82 Chem. titanium
 83 Consume to excess
 84 Or is it I?

From PHISHING, Page 8

rized charges. Use anti-virus software and keep it current. Keep your browser updated and apply and security patches.

Some phishing e-mails contain software that can harm your computer or track your activities on the Internet without your knowledge. Anti-virus software and a personal firewall can protect you from inadvertently accepting such unwanted files.

Report any suspected phishing scam to the Commonwealth Office of

Technology, an agency of the Finance Cabinet with a Security Incident Reporting Form. Suspicious activity can also be reported to the Federal Trade Commission at spam@uce.gov.

If you believe you've been scammed, file your complaint at www.ftc.gov, and then visit the FTC's Identity Theft Web site at www.consumer.gov/idtheft to learn how to minimize your risk of damage from ID theft.

Visit www.ftc.gov/spam to learn other ways to avoid e-mail scams and

deal with deceptive spam.

For information on the latest Internet scams and fraud, visit the Anti-Phishing Working Group Web site at <http://www.antiphishing.org/>.

For the latest on the privacy implications of phishing and suggestions for mitigating risk, see the recent brief by the National Association of State Chief Information Officers. The brief, *Welcome to the Jungle: The State Privacy Implications of Spam, Phishing and Spyware*, is online at www.nascio.org/.

From ETHICS, Page 9

Ophthalmic Dispensers, KY Board of
Personnel Board, KY
Police Personnel Board, State
Private Investigators, KY Board of Licensure for
Professional Counselors, KY Board of Licensed
Psychology, State Board of Examiners of
Public Advocacy Commission
Public Advocacy Commission
School Facilities Construction Commission
Social Work, KY Board of
Substance Abuse Policy Board, KY Agency for
Tax Appeals, KY Board of
Turnpike Authority of KY
Unemployment Insurance Commission
Veterans' Program Trust Fund Board

PUZZLE SOLVED

Below is the solution to the *Holiday* puzzle in the December issue of *Communique*. This issue's puzzle, *Kentucky Symbols*, is on page 10. Look for the solution to *Kentucky Symbols* in the next issue of *Communique*.

	C	R	A	T	C	H	I	T		S	C	R	O	O	G	E	
F	A		C	H	A	I	N		F	L	O		F				B
E		S	H	A	R	E			R	I	O		C	U	J	O	
T		T	I	T	O			N	I	C	K					I	N
C	O	A	L		L	A	N	E	K			B	U	F	F	Y	
H	A	R	D	Y			O		N					M	R		
	R	E	S	O	L	U	T	I	O	N	S		B	O	W	S	
		C	U	E				V		E	V	E			I	T	
	A	C	H	R	I	S	T	M	A	S	C	A	R	O	L		
	O	R		T	E	A	T	O	N			R	E	D			
	K	O	I		T	O		P	E	O	N		S	A	D		
		S		S	I			P	D			E	N				
W	H	I	T	E		C	L	U	E			B	U	G	G	Y	
A	T	O	M			E	L	V	I	S		S	E	A			
T		U	A	W		T	O	N	E	L		S	I	S			
C			S	O	F	A		A	N	D	E	S			L		
H	A	M			N	I	N	O				D	O	L	L	Y	

CALENDAR OF EVENTS**MARCH****March is Women's History Month****March 5-6**

Kentucky Crafted the Market, Kentucky Fair and Exposition Center, South Wing, Louisville. Open 9 a.m. until 6 p.m. on March 5 and 10 a.m. until 5 p.m. on March 6. For more information, see page 4 or go online to www.kycraft.org.

March 11-13

Dale Hollow Getaway Weekend, Dale Hollow Lake State Resort Park, Burkesville. The package price of \$260 per couple includes lodging for two nights, meals from Friday night through Sunday morning, manicures, and massages and other relaxation techniques, including Yoga and Tai Chi. For more information or to make reservations, go online to <http://www.kentuckytourism.com/lodging.aspx> or call (270) 433-7431.

March 17

St. Patrick's Day

March 20

First Day of Spring

March 25

Good Friday (1/2 day state holiday)

March 27

Easter Sunday. Contact your favorite state park for information on sunrise services and special buffets, as well as Easter egg hunts and other special events throughout the week, or go online to <http://www.parks.ky.gov/index.htm>.

From GOVERNOR, Page 1

high-quality businesses and bring more stability to the budgeting process. Most importantly, my plan will BRING JOBS TO KENTUCKY - more than 10,000 additional jobs by its first full year of implementation. That's 3,000 more jobs than last year's plan because we reduce the income tax levels.

This plan will lower the individual income tax rate by nine percent, and 99 percent of working Kentuckians will have more take home pay. We will attract more people to Kentucky by lowering our income tax rate. In fact, lowering the income tax rate is the single most important thing we can do to create opportunity. My plan removes 211,000 filers, representing 485,000 Kentucky family members from the tax rolls altogether. We tax the poor more than any state. It is time to stop.

Raising the cigarette tax is also a matter of fairness and sound public policy. A tax on cigarettes is purely voluntary. If you don't buy cigarettes, you don't pay the tax. Kentucky has the highest incidence of smoking in the country. Nationally we rank first in deaths from cancer and fourth from heart disease. It is undeniable that smoking contributes to increased health insurance and Medicaid costs.

Raising the cigarette tax will send a healthier message to our children.

JOBS For Kentucky includes incentives to help promote education and economic growth. I'm proposing a tuition tax credit of up to \$500 for each student going to Kentucky colleges and universities. I have also included: a Kentucky enterprise initiative to give tax credits for hard construction and research and development costs, an equine breeder incentive development program to grow our equine industry and keep Kentucky the Horse Capital of the World.

I remain optimistic that legislators will pass a budget with the bridge supplied by tax modernization. It is a better path that allows us to invest more for today and build more for tomorrow. I am hopeful about our future because I know our people are good, our hope is unwavering, our faith is unshakable and our spirit is unbridled.

Sincerely,



Governor Ernie Fletcher



COMMONWEALTH
COMMUNIQUÉ

The *Commonwealth Communiqué* is published by the Kentucky Personnel Cabinet and is printed with state funds.

Communiqué staff: Margaret Davis Harney, Jodi George, Bob Schmidt and Jodi Whitaker.

If you have any comments or suggestions regarding *Communiqué*, please contact Margaret Harney at (502) 564-3433 or Margareta.Harney@ky.gov.

If you are unable to access *Communiqué* online, please let us know, and we will make a printed copy available to you.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, national origin, sex, age, disability, sexual orientation, gender identity, ancestry or veteran status. Reasonable accommodations are provided upon request.

A SECOND CHANCE TO RENAME COMMUNIQUÉ

Remember the contest to rename *Communiqué*?

To refresh your memory, the contest was announced in the June 2004 issue of *Communiqué*, but the search for a new state brand altered the plans for renaming the newsletter.

As was announced in the October issue, it was decided that *Communiqué*'s new name should be tied to the new brand, which was yet to be selected at the time. That meant the contest must be temporarily postponed until after the new brand was chosen.

Kentucky Unbridled Spirit has now been selected as Kentucky's new state brand. With that in mind, what should *Communiqué*'s new name be?

If you submitted a name before the contest was altered, thank you. More than 100 suggestions were received and will continue to be considered in choosing a new name, but please take this opportunity to submit additional suggestions related to the brand. If you didn't previously enter the contest, you now have a second chance.

Send your suggestions to Jodi George in the Personnel Cabinet at JodiA.George@ky.gov.

If your suggestion is chosen, you'll receive a weekend at a Kentucky state resort park lodge.